

Consolidated Homeless Grant Guidelines
Major Revisions from December, 2011 Version
Updated March 2012

Throughout the Document

- Added language related to the 24 month time limit for services.
- Reorganized items (without changing the language) - See the table below.

Section 3 – Eligibility (formerly “Who can receive support from the CHG funds?”)

- **Pages 1-2 - Housing Status Eligibility**
Deleted references to 2010 HMIS data standards and added references to Appendix A – Housing Status Documentation Standards.
- **Page 3 - Income Eligibility**
Income Eligibility for households staying in single-household units (not congregate living) supported by CHG Facility Support funds for 90 days or less within a calendar year –
Underlined language added.

Section 4 – Documentation of Eligibility (formerly Documentation Standards for Eligibility for Assistance)

- **Page 4**
Added language related to receipt of rent/utility assistance, length of stay, bed nights.
Added a specific reference to the CHG Verification of Household Eligibility form.

Section 5 – Eligible Activities and Expenses (formerly Eligible Activities and Expenses Overview – What can CHG pay for?)

- **Page 7 – CHG Incentive Funding (box)**
Added clarifying language
- **Page 8 – Rent Assistance – Housing Stability Plan**
Added more specificity regarding requirements for the Housing Stability Plan
- **Page 8-9 – Rent Assistance – Allowable Expenses**
Added language referencing the CHG Utility Assistance to Prevent Homelessness form.

Added: Fees for housing application if necessary/required for housing.

Added: Lot rent for RV or manufactured home if structure passes necessary housing and lead-based paint inspections.

Added clarifying language to Hotel/Motel voucher item that they may be provided for up to 30 days if an identified rental unit is not immediately available for move-in by the program participants.

- **Page 10-11 – Rent Assistance – Allowable Rent Assistance Models**

Added general descriptions of the four allowable rent assistance models.

- **Page 11 – Rent Assistance – Rent Reasonableness**

Added language regarding Grantee/Sub Grantee rent reasonableness policies.

- **Page 12 – Rent Assistance – Housing Inspections**

Added the following language:

Housing inspections are not required for households already living in a unit prior to receiving assistance. However, lead-based paint visual inspections may be required (see Lead-Based Paint Inspections below).

- **Page 13 – Facility Support**

Substantially revised the second paragraph:

Households expected to stay 90 days or less must not be denied housing if they are unable to pay fees, deposits, rents or other payments. If there are charges for housing, Grantees must have a policy to ensure those unable to pay are not denied housing.

- **Page 14 – Facility Support – Housing Stability Plan**

Added more specificity regarding requirements for the Housing Stability Plan.

- **Page 15 – Facility Support – Allowable Expenses**

Added the following language to ineligible expenses:

CHG facility support cannot be combined with CHG funded rent and rent/utility assistance unless approved in advance by Commerce.

- **Pages 15-16 – Facility Support – Housing and Lead-Based Paint Inspection Requirements**

Added new sections for housing and lead-based paint inspection requirements.

- **Page 18 – Program Operations – Allowable Expenses**

Added equipment (up to \$1,000 per grant period unless approved in advance by Commerce).

- **Page 18 – Data Collection, Evaluation and Planning – Allowable Expenses**

Added specificity regarding types of allowable expenses

- **Page 19 – Administrative – Allowable Expenses**

Added dollar restriction on equipment

- **Page 24 – Appendix B – Income Eligibility Documentation Standards**

Added section on Armed Forces Income.

Moved Items

We have reorganized a number of items in the guidelines. Unless the content of an item has been changed as noted in the section above, the following are location moves only.

Item	Moved From Where	Moved To Where
Income limits	What are the income and other requirements for serving eligible households? section/How to Determine Income Eligibility	#3 Eligibility/Income Eligibility/footnote
Income definition	Income Eligibility/separate subsections	#4 Documentation of Eligibility/Documentation of Income (separate subsections)
Annualizing wages and periodic payments		
Documentation standards for eligibility for assistance	Documentation Standards for Eligibility for Assistance (separate section after Administrative)	#4 Documentation of Eligibility
Timeliness of income documentation	Documentation Standards for Eligibility for Assistance/separate subsection	#4 Documentation of Eligibility/Income Definition
Self-Declaration of Housing Status for Homelessness Prevention Participants	Documentation Standards for Eligibility for Assistance/separate subsection	#4 Documentation of Eligibility/List of various types of documentation
Rent assistance/allowable expenses	Rent Assistance/Allowable Expenses subsection	Near beginning of Rent Assistance section
Rental arrears, temporary absence	Rent Assistance/separate subsections	Rent Assistance/Allowable Expenses
Portability	Rent Assistance/separate subsection	Rent Assistance/Allowable Expenses (ineligible activities subsection)
Inspections for rent assistance	Inspections and Washington Residential Landlord-Tenant Act (separate section after Confidentiality of Client Records)	Rent Assistance/Housing and Lead-Based Paint Inspections subsection
Landlord-Tenant Act	Inspections and Washington Residential Landlord-Tenant Act (separate section after Confidentiality of Client Records)	Separate section after Confidentiality of Client Records section
Appendix D – Step by Step Guide to Compliance with Lead Based Inspections Requirements	Not moved	Some consolidation/reorganization of appendix contents